**How do I upload files?**

1. Select **Manage Wiki**.
2. Under Content, select **Files**.
3. Click **Upload Files**.
4. Select the file you would like to upload. Hold down the Ctrl key (Shift on a Mac) to select multiple files.

The size of the files you can upload will depend on your wiki’s plan. You can see the differences on our [pricing page](http://www.wikispaces.com/site/pricing).

**How can I find my files?**

1. Select **Manage Wiki**.
2. Under Content, select **Files**.
3. Sort your files by name, type, who uploaded them, and when they were uploaded.

**How can I put my files on a page?**

1. Navigate to your wiki.
2. Hit the **Edit** button.
3. Place the cursor where you would like the link to your file to appear.
4. Select the **File** icon from the editor toolbar.
5. If you haven't already uploaded the file to your wiki, use the button to **Upload Files**.
6. Page through your files, search by file name, or sort by tag.
7. Click on the file to place it on the page. Images, videos, and audio clips can be embedded directly into the page. For other file types — including PDFs, Word docs, Excel spreadsheets, and PowerPoint presentations — the **Embed File** option will place a link to the file on the page.
8. Save the wiki page.

**How do I delete files?**

1. Select **Manage Wiki**.
2. Under Content, select **Files**.
3. Check the files you would like to delete and hit the **Delete** button.

**How do I rename files?**

1. Select **Manage Wiki**.
2. Under Content, select **Files**.
3. Move your mouse to the file you would like to rename, and click the **Rename** link when it appears.
4. Type in the **New File Name**.
5. Hit the **Rename File** button.

**How do I tag files?**

1. Select **Manage Wiki**.
2. Under Content, select **Files**.
3. Check the box that says, **Show Tags, History, and Size** .
4. Next to the file you would like to tag, click **Edit**.
5. Type in your tags, pressing comma or enter between tags.
6. Click the **Save** button to save your tags.

Directions: http://www.wikispaces.com